

OFFICE OF THE DISTRICT JUDGE, JAJPUR

ADVERTISEMENT NO. 03/2023

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of the Junior Clerk-Cum- Copyist, Junior Typist and Stenographer Grade- III in the following scale of pay with usual D.A and other allowances for all the posts as admissible by the Government from time to time. The recruitment for the following posts shall be made in accordance with the Odisha District & Civil Courts' Judicial staff Services (Method of Recruitment and Conditions of Service) Rules 2008 and subsequent amendments made thereto subject to the result of W.P (C) No. 1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

The decision of the District Judge, Jajpur as to the result of the Examination shall be final.

CATEGORY OF POSTS

Sl. No.	Category of posts	Scale of pay as per pay matrix ORSP rules, 2017	UR	UR (W)	SEBC	SEBC (W)	SC	SC (W)	S.T	ST (W)	Total
1	Junior Clerk-cum-Copyist	Level- 4 in the pay band of Rs. 19,900/- to Rs. 63,200/-	4	3	1	1	2	1	1	1	14
2	Junior Typist	Level- 4 in the pay band of Rs. 19,900/- to Rs. 63,200/-							1	2	3
3	Stenographer Grade-III	Level- 7 in the pay band of Rs. 25,500/- to Rs. 81,100/-		1				1	1	1	4
4	Salaried Amin	Level- 5 in the pay band of Rs. 21,700/- to Rs. 69,100/-	2	1	1		1		1		6

N.B

- i.** The number of vacancies in different categories of posts reflected above may increase or decrease depending upon the exigencies.
- ii.** The above vacancies include backlog vacancies.
- iii.** The vacancy reserved for P.H/ Ex-Serviceman/ Sports person is inclusive of vacancy of respective category to which they belong shall be in accordance with the orders/ rules issued from time to time by the

Government of Odisha

- iv. In the event of non-availability of women candidates belonging to any particular community, the same shall be filled up by male candidates of that particular community as per Resolution No. 1844-SC-2R/1-31/96 of General Administration Department, Govt. of Odisha dated 26.06.1996.
- v. The Recruitment Committee has got right to revoke the advertisement/ cancel the recruitment process/ cancel any application without assigning any reason thereof at any time without prior notice.

1. ELIGIBILITY CRITERIA:-

- (i) Shall be a citizen of India.
- (ii) Shall have passed at least +3 examination or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be.
- (iii) Shall have passed at least Diploma in Computer Application from a Govt. recognized institute.
- (iv) All the candidates shall be over 18 years and below 32 years of age as on **28.08.2023** (Provided that the upper age limit in respect of Reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders or Instructions issued by the competent authority/ Government for the time being in force, for the respective reserved categories).
- (v) For the post of Junior Typist the candidate must be having knowledge in Typewriting with a speed of 40 words per minute in English.
- (vi) For the post of Stenographer Grade-III, a candidate shall possess minimum speed of 80 words in Shorthand and 40 words in Typewriting per minute in English.
- (vii) The candidate must be able to speak, read and write Odia and must have passed the Middle School standard language test in Odia conducted by the Board of Secondary Education, Odisha.
- (viii) Must be of good character.
- (ix) Must be of sound health, good physique and free from organic defects or bodily infirmity.
- (x) Must not have more than one spouse living, if married.
- (xi) Shall have passed the matriculation examination or equivalent of a recognized board (**only for the post of Salaried Amin**)
- (xii) Shall have passed the Revenue Inspector Training (**Only for the post of Salaried Amin**)

- (xiii) Candidates working either under the State or Central Government whether temporary or permanent are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of office in writing regarding submission of their applications for the recruitment and obtain **No Objection Certificate**.

2. FEES FOR EXAMINATION:-

All candidates are exempted from payment of the Examination fees.

3. LIST OF DOCUMENTS TO BE SUBMITTED CHRONOLOGICALLY ALONGWITH THE APPLICATION:-

- (a) Copy of self-attested H.S.C. Examination Certificate or any equivalent certificate in support of date of birth. (For the post of Jr.Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III/ Salaried Amin)
- (b) Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized Council, Board or University, as the case may be. (For the post of Jr.Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III)
- (c) Copy of self-attested +3 examination certificate or such other qualification as are equivalent to +3 examination of a recognized university, as the case may be
(For the post of Jr.Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III)
- (d) Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a govt. recognized Institute. (For the post of Jr.Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III)
- (e) Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination. (For the post of Jr.Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III/ Salaried Amin)
- (f) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination. (For the post of Jr.Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III)
- (g) Copy of self-attested mark sheet of the +3 Examination or any equivalent examination (For the post of Jr.Clerk-cum-Copyist/ Jr. Typist/ Stenographer Grade-III)
- (h) Copy of self-attested certificate of Revenue Inspector Training (For the post of Salaried Amin)

- (i) Two original Character Certificates issued by two gazetted officers / Medical Practitioners/ Sarpanch.
- (j) Three self-attested Passport size recent photographs.
- (k) Three numbers of Self-addressed envelopes duly affixed with adequate postage stamp on each.
- (xiv) Self attested copy of “ **Conversion Certificate**” for the candidates who awarded with Grade marks instead of percentage of marks from the concerned University/ Councils/ Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula (the conversion certificate can also be produced by availing the same on downloading process).
- (l) One declaration regarding marital status showing to have one spouse living, if married.
- (m) Self-attested copy of Shorthand and Typewriting Certificate issued by a recognized institute. (For the post of Stenographer Grade-III)
- (n) Self-attested copy of Typewriting Certificate issued by a recognized institute (for the post of Typist)
- (o) Self- attested copy of recent Caste Certificate issued by the appropriate Authority in respect of Candidates belonging to Scheduled Caste/Scheduled Tribes and S.E.B.C category.
- (p) A self- attested copy of Medical Certificate showing the percentage of physical disability issued by the appropriate Authority in respect of physically handicapped candidates only.
- (q) Self- attested copy of Discharge Certificate of Ex-Serviceman issued by the Commanding Officer of the Unit last served, wherever applicable.
- (r) Self- attested copy of Identity Card of Sportspersons issued by the Director of Sports, Odisha, wherever applicable.

4. SCHEME OF EXAMINATION:-

(FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST)

	Subject	Marks	Duration of test.
Part-I (Written Test)	English	100	2 hours
	Arithmetic	100	2 hour
	General Knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-Voce test	45	--

(FOR THE POSTS OF JUNIOR TYPISTS and STENOGRAPHERS GRADE- III)

	Subject	Marks	Duration of test
Part-1	English (Qualifying in nature)	100	2 hours
	Shorthand & Type test (for stenographers Gr-III)	50	15 minutes (5 minutes for taking dictation in shorthand and 10 minutes for Typing)
	Type writing test (for Typists)	50	400 words in English Language in 10 minutes
Part-II	Computer Science Test (Practical)	100	1 hour
	Viva-voce test	35	

The Type writing Test for both Jr. Typist and Stenographers Grade-III shall be held through Computer System.

(FOR THE POSTS OF SALARIED AMIN)

	Subject	Marks	Duration of test.
Part-I (Written Test)	English (Qualifying in nature)	100	2 hours
	Arithmetic	50	1 hour
	Technical Knowledge in Survey and Settlement (Theory)	50	1 hour
Part-II	Technical Knowledge in Survey and Settlement (Practical)	25	½ hour
Part-III	Viva-Voce test	25	--

N.B Only Successful candidates in the Part-I examinations shall be called for the test of Computer Science (Practical) for the post of Jr.Clerk-cum-Copyist, Jr. Typist and Stenographer Grade-III and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.

The Candidates who have secured 35 % marks in Arithmetic and Technical Knowledge in Survey and Settlement (Theory) are eligible to appear for Technical Knowledge in Survey and Settlement (Practical) and Viva-voce for the post of Salaried Amin.

No travelling allowance is admissible to the candidate.

Date of examination shall be intimated to the eligible candidates in due time.

5. SYLLABUS FOR EACH SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS:-

(i) English

- (a) An essay to be written in English.
- (b) A letter or application to be written in English
- (c) An Odia passage is to be translated into English
- (d) An English passage is to be translated into Odia
- (e) Summary of one English passage.

(ii) **Arithmetic**

Vulgar fractions and Decimals, HCF & LCM, Simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, average, Rates and Taxes, insurance, square and cubic measures, Problems on time, work and on time and distance.

(iii) **General Knowledge**

Knowledge of current events and such other matters of every day observations and experience as may be expected from an educated person.

(iv) **Computer Science Test**

To test the proficiency of the candidate relating to matters like test formatting of the paragraph, insertion of table, skill to print and save, file transfer, web site searching /browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

(v) **Technical Knowledge in Survey and Settlement**

To test the proficiency of candidate in survey and settlement.

(vi) **Viva-voce Test**

To test and assess the suitability of a candidate for the post with particular reference to the candidates, alertness, general outlook and potential qualities.

6. LAST DATE FOR RECEIPT OF APPLICATIONS:-

The application along with the required documents and self-attested copies of certificates addressed to the **District Judge, Jajpur, Office of the District Judge, Jajpur, Near Gandhi Chowk, Jajpur Town, Pin- 755001, Dist- Jajpur** must reach on or before **28.08.2023** either in person during office hours on each working day or by Post. Applications received in the office after the last date shall be summarily rejected.

N.B.:-

(i) Separate application should be submitted **for each post mentioning the name of post clearly (in capital letters with underline)** on the top of the envelope along with relevant documents.

(ii) The Candidates are required to submit their applications duly filled in the prescribed format in Form-A and Annexure-I as given below. The Candidates shall enclose the required documents in the sequence as shown in the prescribed form. **The Candidates who are in Government Service are required to apply the same through**

proper channel along with NOC certificate. (Application received without full signature of the applicant will be summarily rejected)

- (iii) If the qualifying certificate of any candidates is found fraudulent, such candidates, if joined, will be prosecuted accordingly.
- (iv) Caste Certificate, Odia Test Pass Certificate, PWD Certificate and Discharge Certificate of Ex-Serviceman must have been issued by the competent authority within the last date fixed for receipt of application as indicated above.
- (v) Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect and received after the last date, shall be summarily rejected. The Authority is not answerable/ responsible for any postal delay.
- (vi) In case of receipt of large number of applications the authority reserves the right to short list the candidates in accordance with the Rules contained in Odisha District & Civil Courts' Judicial staff Services (Method of Recruitment and Conditions of Service) Rules 2008 and Amendment made thereto.
- (vii) Candidates are required to mention his/her contact number and e-mail ID (if any) in the application form.
- (viii) The candidates are advised to regularly visit the above district court website i.e <https://districts.ecourts.gov.in/jajpur> for further updates.

Sd/- Sri D. Rath
District Judge-Cum-Chairman,
District Recruitment Committee,
Jajpur

FORM-A
FORMAT OF APPLICATION
(See Para 2A of Appendix A)

APPLICATION FOR THE POST OF _____

1. Name of the candidate
(In **CAPITAL LETTERS**)
2. Father's /Husband's Name :
3. Sex (Male/Female) :
4. Marital Status (Married/Unmarried):-
5. Permanent address :
6. Present address
7. Date of birth as per Christian era:-
8. Age (as on 28.08.2023) _____ YEARS _____ MONTHS _____ DAYS
9. E-Mail ID and Contact No. (If, any)
10. Educational Qualification(attach self-attested copies of)

Affix one
self-attested
passport size
photograph

Name of the examination passed	Name of the Board/ Council/ University	Year of Passing	Total Mark	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C.						
+2 Arts/ Commerce/ Science						
+3 Arts/Commerce/Science						
Diploma in computer Science.						

11. Category: SC/ST/SEBC/GEN/Sports Person/Ex-Service man.
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
12. Whether physically /orthopedically handicapped.
(If yes, attach supporting medical certificate issued by the competent Authority/ Board)
13. Religion :-
14. Nationality :-
15. Employment Exchange Registration Number:-
16. Attach two character certificates issued by Gazetted officer/Medical Practitioner /Sarpanch etc.(mention name, designation of the officers)

DECLARATION

I do hereby solemnly affirm and state that I am aware of the provisions of Orissa District and Civil Courts' Non-Judicial Staff Services (Method of Recruitment and conditions of service) Rules 2008 and subsequent amendments thereto and the statements made above are true and correct to the best of my knowledge and belief and based on record.

(Full Signature of the candidate)

List of Enclosures (mention it in the chronological manner)

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**
- 6.**
- 7.**
- 8.**
- 9.**
- 10.**
- 11.**
- 12.**
- 13.**

(Full Signature of the candidate)